

Charter Mission Amendment Request

Purpose

The *Charter Mission Amendment Request* is used to change the mission of a charter. The request must be submitted timely so that it may be processed within the timeframe provided in Rule.

Determining Eligibility

Any Charter Holder is eligible to submit a *Charter Mission Amendment Request*.

Board Consideration

A substantively complete amendment request submitted by a Charter Holder may be considered for approval by the Executive Director, or placed on the consent agenda of a regular Board meeting. A finding that the Charter Holder is not in compliance in one or more operational areas (see page 5 of The Guide) may result in a delay in consideration of the request.

Instructions for the Request

The following instructions supersede the instructions listed in the upload area of the ASBCS Online system for the *Charter Mission Amendment Request*. Work through the form, filling in all required fields and uploads (denoted by "*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

Form Fields

Field	Instructions
Change From	Confirm the current charter mission statement. If the statement populated in the field is not the current charter mission statement, please contact Board staff.
Change To*	Provide the exact text of the new charter mission statement.

Attachments

For further information regarding specific documentation requirements, see pages 6–15 of the Guide and the substantive completeness requirements found on page 2.

Board Minutes*

Upload evidence that the proposed change has been approved by the Charter Holder.

Administrative Completeness Review

An administratively complete request includes the following:

- ☐ Board Minutes
 - Comply with Open Meeting Law (if applicable)
 - Board aligns with what is currently on file with ASBCS

Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form.
Mission Statement	<input type="checkbox"/> The mission, as stated, aligns with the Charter Holder's Program of Instruction on file in the charter contract.